

**REQUEST FOR PROPOSAL
#0510-10**



INDIANA STATE OFFICE BUILDING COMMISSION

DESIGN SERVICES

NORTHEAST REGIONAL HOSPITAL

FORT WAYNE, INDIANA

DUE OCTOBER 29, 2004 NO LATER THAN 12:00 P.M.

REQUEST FOR PROPOSAL
#0510-10

This is a Request for Proposal (RFP) issued by the Indiana State Office Building Commission (SOBC). The SOBC has been authorized to undertake the programming, design, and construction of a facility to support state-of-the-art care and treatment for clients/patients assessed with developmental disabilities and behavioral and/or psychiatric disorders. It is anticipated that the facility will be operated by the Family and Social Services Administration (FSSA). This RFP solicits expressions of interest of teams who wish to be considered as the provider of professional design services, design and construction of this facility which will be constructed on a location yet to be determined in Fort Wayne, Indiana.

This RFP is intended to publicize the availability of contracting opportunities for services described herein. The SOBC creates no obligation, expressed or implied, by issuing this Announcement or by receipt of any submissions pursuant hereto. The award of any contract(s) as a result of this RFP shall be at the sole discretion of the SOBC. Neither this RFP nor any proposal submitted in response hereto is to be construed as a legal offer.

The purpose of this RFP is to seek information from a design team and to encourage each proposer to be creative in its response to the RFP. No contract will be awarded without further discussion and negotiation with the responding firms. The SOBC will not be responsible for any expenses incurred by any firm in preparing and submitting information responding to this request.

CONFIDENTIAL INFORMATION

Potential offerors are advised that materials contained in their proposals be subject to the Indiana Public Records Act, IC 5-14-3 et. seq., and after the execution of the contract, may be viewed and/or copied by any member of the public, including news agencies and competitors. Potential offerors claiming a statutory exception to the Indiana Public Records Act, must place all confidential documents in a sealed envelope, clearly marked "Confidential" and must indicate on the outside of their proposal envelope that confidential materials are included and specify which statutory exception provision applies. The SOBC reserves the right to make determinations of confidentiality. If the SOBC does not agree with the information designated confidential under one of the disclosure exceptions to the Public Records Act, it may either reject the proposal or discuss its interpretation of the allowable exceptions with the offeror. If agreement can be reached, the proposal will be considered. If agreement cannot be reached, the SOBC will remove the proposal from consideration for award and return the proposal to the offeror. The SOBC will not determine price to be confidential information.

SCOPE OF WORK

The FSSA has requested the design of the state-of-the-art treatment facility for adults with developmental disabilities and behavioral and/or psychiatric disorders to be located on a site to be selected in Fort Wayne, Indiana. It is anticipated that the facility will be constructed on approximately 40 acres and will serve a population of 120 adults, of which, 90 are for those with mental retardation/developmental disabilities (MR/DD)

and 30 with mental illness (MI) but flexibility must be an aspect of design to allow for changes in population, segregation of one population from another and possible shift from initial focus on developmentally disabled to facility that may be primarily psychiatric. This facility is to be a hospital accredited by JCAHO, meet all requirements as an intermediate care facility (ICF)/mentally retarded (MR) and reflect current treatment modalities. The facility must be complete no later than the 4th quarter of 2007. This RFP is to solicit proposals for a design team that will provide professional design services to the SOBC during the program review, design, and construction phases of this project.

The selected design team will be responsible for all aspects of the design of the hospital and firms providing architectural, engineering and specialized services will prepare responses reflecting an interdisciplinary design approach. Any responses received should specify the individuals who will have overall responsibility, and which team members will be responsible for aspects of the project including, but not limited to, program review, project phasing, construction change estimating, bid packaging, scheduling, budget development and cost estimating, operational programming assistance, site surveying, construction administration, and environmental work.

As a Programming Consultant has already been retained by the SOBC, the selected Designer will be responsible for integrating the programming consultant into the design team. The design team will be required to direct the continuing program development, design, and construction document phases, and have a construction administration presence on site during the construction period, in addition to bi-weekly core group meetings. The construction administration function will include reviewing and evaluating contractor submittals and construction schedules; providing inspections and quality assurance; reviewing construction testing rules; developing, estimating, reviewing and evaluating change order proposals; processing and tracking submittals, requests for information, and architectural supplemental instructions; and administering contract close-out. The design team will also be present following the construction phase to assist in warranty work.

It is expected that the design team will be familiar with Joint Commission on Accreditation of Healthcare Organizations (JCAHO) requirements and the Center for Medicare and Medicaid Services (CMS) and all applicable rules, regulations, building and safety codes, and guidelines, including without limitations any court orders applicable to the design of hospitals. FSSA and Social Services Administration will require that the hospital be designed to meet the accreditation and certification standards of the JCAHO and of the CMS.

It is expected that the design team will be familiar with Medicaid and the CMS and all applicable rules regulations, building and safety codes, and guidelines, including without limitations any court orders applicable to the design of intermediate care facilities (ICFs)/mentally retarded (MR). FSSA and the Social Services Administration will require that the hospital be designed to meet the certification standards of CMS.

All firms and their consultants must have in-house CADD capabilities (compatible with the latest version of AutoCAD), and prepare all specifications for projects under this contract in the CSI recommended "Section Forma" using AIA Masterspecs.

TERMS

The resulting contract shall be for a period commencing from date of final approval of the contract through the design, construction phases, and warranty period for the high security psychiatric hospital. This agreement may be terminated by either party during the term of the agreement by giving thirty (30) days written notice to the other party. In the event that this agreement is terminated, the contractor shall return all SOBC supplied materials to the SOBC.

The contractor should anticipate executing a standard SOBC contract for full architectural and engineering services. The contract will provide for a firm, fixed price for design services through construction and warranty work. The fees for the design of the project will be negotiated with the selected design team.

PROPOSAL SUBMISSIONS

Responses must be received no later than 12:00 p.m. Eastern Standard time on October 29, 2004. Responses received after 12:00 p.m. will not be considered.

Firms interested in providing services to the SOBC should submit proposals that provide the following:

- **ONE** original and **FIVE unbound** copies of their written responses to:

Susan Williams, Executive Director
Indiana State Office Building Commission
402 West Washington Street, Room W478
Indianapolis, Indiana 46204
(317) 232-2302

- **Each of the five copies should be UNBOUND.**
- **Responses should not exceed 20 pages.**
- Each response should designate one person as the principal contact for the proposing firm.
- The outside of the envelope should be clearly marked: "RESPONSE TO REQUEST FOR PROPOSAL # 0510-10"
- No more than one response per firm should be submitted.

It is currently anticipated, following a review of responses, that some of the responding firms will be requested to make oral presentations.

QUESTIONNAIRE

1. Company name and address of principal location and Indiana office(s), if any.
2. Please describe:

- (a) A brief history of your firm.
 - (b) Your firm's experience, background, or expertise that qualifies your firm for this project.
 - (c) Number of full-time regular employees, and their licenses.
- 3. List names, titles, and experience of the team members who would be assigned to perform significant work under this contract. The SOBC would like to have one individual assigned to plan and coordinate all work under this contract. Also provide the names and experience of supervisory personnel who will be assigned to the performance of this contract.
- 4. Indicate how your firm will provide the services requested in this RFP and an outline of procedures to be used by the firm in providing a unified team approach. Provide any case histories or other information which is available to indicate past performance on similar types of services, including copies of typical reports.
- 5. References:
 - (a) List several persons who can provide information about similar work your firm has completed. References may be contacted.
 - (b) Provide a list of financial references who can provide information about the firm.
- 6. Submit a list of Institutional work completed within the last five years.
- 7. Submit an executed MBE Participation Plan or Waiver (attached) as part of the response to this Announcement. Questions involving the regulations governing the minority and women's business enterprise participation plan and the application for waiver from the contract goal should be directed to:

Minority and Women's Business Enterprises Division
402 W. Washington Street, Room W469
Indianapolis, IN 46204
Tel: 317-232-3061
Fax: 317-233-6921
E-mail: mwdbe@idoa.in.gov
- 8. Submit a copy of a current Certification issued by the Indiana Department of Administration, reflecting areas in which the firm or members of the team are certified. Certification Applications are available at <http://www.ai.org/idoa/pwd/> or by contacting Tracy Cross, Public Works Certification Board at (317) 232-3005.

SELECTION PROCESS

The Evaluation Team will review all of the responses in the following manner:

1. Each response will be evaluated based on the criteria listed below.
2. Based on the results of the evaluation, the proposal(s) determined to be most advantageous to the SOBC, taking into account all of the evaluation criteria, may be selected by the SOBC for further action.
3. If technical proposals are close to equal, greater weight could be given to firms based in Indiana. Regional participation is desirable.

It is possible that finalists will be interviewed by persons participating in the selection process. The Executive Director of the SOBC will determine which response offers the best means of servicing the interests of the SOBC, and will recommend that response for award at a public meeting of the Indiana State Office Building Commission.

SELECTION CRITERIA

Responses will be evaluated based upon the documented ability of the proposer to satisfy the requirements of the Announcement in a cost-effective manner. Specific criteria include:

- Demonstrated ability to work with a using agency, its professional and non-professional staff and integrating a Program Consultant on programming a site-specific facility and a state-of-the-art treatment facility for adults with developmental disabilities and behavioral and/or psychiatric disorders.
- Demonstrated experience and expertise in designing state-of-the-art treatment facilities for adults with developmental disabilities and behavioral and/or psychiatric disorders which are responsive to all applicable criteria, rules, regulations and statutes.
- Experience and expertise with government bidding requirements, particularly with respect to expediting project completion.
- Ability to coordinate and react to diverse project and program requirements.
- Demonstrated experience and expertise in LEED certification and developing creative, cost-effective approaches to Green Architecture, including, but not limited to, sustainability and the utilization of recycled, energy-efficient and low toxin-building materials and demonstrated experience and expertise in developing energy-efficient and economic utility programs.
- Demonstrated experience and expertise in budget development and in estimating project costs.

- Demonstrated experience and expertise in construction contract administration and ensuring contractor compliance.
- Demonstrated experience in developing and managing an aggressive schedule.
- Demonstrated experience and expertise in providing quality assurance reviews, including interdisciplinary, architectural and engineering coordination.

EQUAL OPPORTUNITY COMMITMENT

Pursuant to IC 4-13-16.5 and in accordance with 25 IAC 2-20, the Executive Director of the SOBC has determined that there is a reasonable expectation of minority business enterprise participation in this contract. Therefore, a contract goal of not less than five percent (5%) minority business enterprise (MBE) participation and not less than three percent (3%) women business enterprise (WBE) has been established and all offerors and their subcontractors will be expected to comply with the regulations set forth in 25 IAC 2-20.

Compliance with these regulations will be considered a demonstration of the offeror's responsiveness and responsibility. Failure to comply with these regulations may result in the determination of the offeror as nonresponsive. Respondents should review the supplemental instructions and complete and submit the plan or request for waiver as part of their response. For further information, please consult the Supplement for Minority Business Enterprise Participation Plan which is attached to this RFP.